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BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE
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Subject

1112-1 – Safety and Health Management (Chapter 14)
All Terrain Vehicles (ATV) Off Highway Motorcycle (OHM) Policy

1. Explanation of Material Transmitted:
This Manual Release Supplement Transmits a new supplement to the BLM Safety and Health Management Handbook.
2. Reports Required: None
3. Materials Superseded: None
4. Filing Instructions: File as directed below.

REMOVE:

None

INSERT:

Insert at end of Chapter 14
with Illustrations.

Signed by
Mary Hartel
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

H-1112-1 SAFETY AND HEALTH MANAGEMENT

**Safety and Health Program
All Terrain Vehicles (ATV) and Off Highway Motorcycle (OHM) Policy**

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE**

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Portland, Oregon 97204



**SAFETY AND HEALTH PROGRAM
ALL TERRAIN VEHICLES (ATV)
OFF HIGHWAY MOTORCYCLE (OHM) POLICY**

OR/WA Supplement to BLM Manual Handbook H-1112-1
Safety and Health Management

**JUNE 2003
Oregon State Office**

H-1112-1 SAFETY AND HEALTH MANAGEMENT

14.4.1 Purpose

Oregon and Washington Bureau of Land Management (BLM) employees use all terrain vehicles (ATVs) and off highway motorcycles (OHMs) as field resource tools. When used properly, these vehicles allow greater efficiency in the completion of work assignments. However, both types of vehicles can present significant safety hazards for employees not properly trained in safe operation and use. To assure safe operation of ATVs and OHMs, specialized training and equipment and the application of safe operating procedures are required. *The use of three-wheeled ATVs for Government business is prohibited.* (Reference BLM Manual Handbook 1112-2)

14.4.2 Certification, Training and Qualifications

All employees who intend to use ATVs or OHMs while performing work assignments are required to complete a comprehensive training course *prior* to operation. Instructors certified by the *ATV Safety Institute* and/or *Motorcycle Safety Foundation* or equivalent may provide training. This training will include information and demonstration of safe operating procedures as well as proper selection and use of personal protective equipment (e.g., helmets, gloves, goggles, chest protectors, knee and elbow pads, and boots). Supervisors are responsible to schedule training for each employee.

Employees who operate a motorcycle on premises (e.g., roads, trails, open land, etc.) open to the public in Oregon and Washington must have a motorcycle endorsement on their State Driver's License. All employees are responsible to comply with State licensing requirements for off-road motorcycles prior to operating motorcycles on BLM lands.¹

After completing course requirements, all operators will have training documented. A certification card may be issued to accompany the certificate of training. Refresher training is conducted a minimum of each three (3) years. (Refresher training is considered to be a "check ride" with a certified trainer/coach.)

For ATV/OHM operation, minimum training includes, but is not limited to the following:

- Safety requirements
- ATV components and controls
- Pre-operational checks
- ATV operation
- Use of trailers, racks [this is a job-specific attachment) and spray equipment
- Environmental considerations
- Loading/Unloading and Transporting Operations (See *Illustration 3*)
- Trail Etiquette

¹ References: ORS 807.010 and ORS 807.035 – Washington SB 5229, RCW 46.20.500, 505, 510, & 515.

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The supervisor will ensure that a Risk Assessment (RA) has been completed for all projects/activities using ATVs. Supervisors will further ensure that all operators possess the skills required for the assigned work activity.

14.4.3 Personal Safety and Mechanical Equipment

The use of proper personal protective equipment (PPE) is required during all ATV/OHM operations. At a minimum, the following is must be worn:

- Approved helmet for vehicle use (approved by ANSI²)
(This helmet is substantially different from a “hard hat.”)
- Eye protection appropriate for ATV/OHM use such as goggles (recommended for OHM) or a face shield [Note: typical safety glasses are not adequate]
- Sturdy, protective gloves
- Appropriate footwear (e.g., work boots: 8” leather or MX-style boots)
- Long pants and long-sleeved shirt or jacket
- Additional items as identified in the RA (e.g., kidney belt, chest protector, knee and elbow pads when employee is engaged in patrols, law enforcement, and all OHM operations)

The items listed below will be carried on the vehicle at all times:

- First aid kit
- Tools for emergency repairs (e.g., a manufacturer’s tool kit)
- Fire extinguisher (for ATV use only)

14.4.4 Communications

All employees who operate ATVs/OHMs in remote locations must establish and maintain reliable communication links with the field office/dispatch. Check out/check in procedures as well as a specific search and rescue plan (for overdue employees) is required. Supervisors will ensure employees are held accountable for following specified procedures.

14.4.5 Safe Operation

In the effort to ensure operator safety, operators should not engage in any of the following *if* alternative techniques and work procedures can be substituted:

² ANSI – American National Standards Institute

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- Side hilling on slopes in excess of 5% grade
- Operation of an ATV/OHM on roads open to regular vehicle traffic (specifically paved roads such as county and state highways) [Note: This stipulation is not to be confused with the roads within the BLM trail system that are open to “regular” traffic. These “shared use” roads are signed.]
- Hauling of unsecured tools and equipment
- Transporting passengers
- Riding/Working Alone [particularly in remote areas]

14.4.6 Assignment and Checkout

Dependent upon work assignments and supervisory need, ATVs/OHMs are either pooled or assigned to an individual employee or a work group. Regular service checks and scheduling of maintenance is the responsibility of the individual or group. Prior to use, operators will perform a thorough safety check of the vehicle and report/repair any deficiencies. Upon return, the operator will note any mechanical difficulties experiences and ensure repairs are completed prior to future use.

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ATV/OHM Safe Operating Procedures
Loading, Unloading, and Transport

The loading, unloading and transport of ATVs/OHMs are high-hazard operations. Only qualified (trained) operators are permitted to load, unload, and transport these vehicles. A Risk Assessment must be completed prior to all load and transport operations. (Reference *Appendix B-2* and *Illustration 2* for Risk Assessment examples for ATV operations)

The preferred method of transporting ATV is by trailer. Trailers normally have built-in ramps and are set lower to the ground, decreasing the loading angle. If operational reasons require transport of an ATV via truck, it is strongly recommended that a winch be mounted either on the ATV or the truck (pick-up) and that the winch is used for all loading and unloading operations. If the ATV must be driven on to a truck bed, the following procedures govern BLM personnel.

The preferred method for transporting OHMs is a rail-type or flat bed trailer. If an OHM is to be transported in the bed of a truck, it must be pushed rather than ridden into the truck.

Personal Protective Equipment (PPE)

All required Personal Protective Equipment (PPE) as determined by the Risk Assessment, and/or manufacturer's recommendations must be worn while loading and unloading ATVs or OHMs to/from vehicles. This includes at least an approved motor vehicle helmet, leather boots (MX-style), appropriate gloves and eye protection.

Loading Ramps – Type and Size

Loading ramps may be of plastic, welded aluminum or welded steel construction. Plastic ramps may be used if commercially designed and manufactured for ATV loading. Ramps may be one or two piece, and of a rigid or folding design. Hinges must be factory installed. Ramp surface (loading surface) should have closely spaced cross members or mesh construction with a high traction surface. Plastic ramps must have traction blocks molded into the drive surface. Under no circumstances will wooden ramps be used.

Ramps must have a minimum rated capacity of 1000 pounds. For 500cc ATVs and larger, or an ATV fitted with an external spray tank or other heavy accessory, ramps used should be rated for the estimated load plus a 10% safety margin. (Minimums for an ATV which has any type of external spray tank or other bolt-on accessory generally have a minimum rated capacity of 1500 pounds.) (These minimums apply to ATVs only.)

One piece, bi- or tri-fold ramps must be a minimum of 46 inches wide when extended for loading. One-piece ramps must be wider than the distance between the ATV tires as measured from the outside of the left tire to the outside of the right tire. For two-piece ramps, each ramp must be a minimum of 10 inches wide. Ramp length must be a minimum of 84 inches (7 feet) long when extended for loading.

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ATV/OHM Safe Operating Procedures
Loading, Unloading, and Transport

Straps, Chains and Tie Downs

All ramps must have chains or straps to secure the ramp to the vehicle tailgate via the vehicle trailer hitch or rear bumper. The use of ramp chains or straps during loading and unloading is mandatory to prevent rearward movement of the ramps.

Tie downs sufficient to secure the ATV/OHM to the vehicle must be available. Eyebolts installed in the vehicle must be capable of holding 1000 pounds. Stake pocket tie downs, available at many auto or trailer retail stores, are an alternative to eyebolts. Stake pocket tie downs must have a 1000-pound capacity. (These capacity ratings are generally applicable to ATVs.)

Vehicle/Ramp Position

The ramp angle from vehicle to ground greatly influences the level of risk when loading/unloading ATVs/OHMs. If the angle is reduced, and all other conditions remain the same, the risk is reduced. The truck should be positioned to take advantage of any terrain features that will help reduce the ramp angle. The operator should consider the following methods to reduce the ramp angle.

- The use of a loading wall, if available, or positioning the rear of the truck near a berm will reduce the ramp angle from truck bed to ground. If the loading wall is the correct height, it may eliminate the need for ramps and allow roll-on/roll-off loading.
- The truck may be positioned with the rear wheels in a depression (e.g., a ditch) to reduce the ramp angle. This lowers the bed of the truck and allows the ramps to be located on higher ground on the far side of the depression.

Loading ramps must be secured to the truck bed with chains or straps designed for that purpose. When in position for loading, the chains/straps must be taut with no slack or sag. Two-piece loading ramps must be positioned parallel and spaced so the ATV tires are centered on the ramp. One-piece ramps must be centered on the truck bed and the ATV driven on the center of the ramp. Ramps must be positioned to ensure level ground contact. Uneven ramps may cause side tip over hazards.

Loading/Unloading Technique

The ATV racks should be unloaded prior to transport. Heavy cargo must be removed and spray tanks emptied. If these items cannot be removed, sandbags or other heavy objects should be secured to the opposite cargo rack to ensure balance. The best method of loading an ATV with attachments is by use of a winch.

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ATV/OHM Safe Operating Procedures
Loading, Unloading, and Transport

Padding should be placed at the front of the vehicle bed to provide protection to the vehicle and the ATV/OHM and to assist in absorbing impact during loading. (A rimless tire may be used.)

ATV wheels should be carefully aligned with the ramp. When preparing to load/drive the ATV into the bed of a vehicle, the operator should be standing with feet positioned on the footrests. This position ensures a more balanced center of gravity. Always load an ATV with the front facing the front of the vehicle. The operator should apply throttle smoothly and climb the ramp at low speed to maintain control and avoid contacting the front of the vehicle bed. The operator should lean toward the uphill direction (toward the ramp) to maintain balance.

The safest method of unloading an ATV is to push the machine down the ramp; applying brakes to maintain control. When riding the machine down a ramp, ensure proper alignment of the wheels with the ramp. The operator should apply sufficient throttle to start the roll down and then allow the ATV to roll backward while using light pressure on the brakes. The rear brake should **not** be used when backing down a ramp as this may lock the rear wheels and cause the machine to flip backwards.

ATVs/OHMs with manual transmissions must be transported in first gear with the brake set. ATVs with automatic transmissions should be transported in the “park” position with the brake set. In addition, the ATV/OHM ignition key should always be turned off and removed, the run/stop switch left in the “stop” or “off” position, and the fuel lever switch turned to the “off” position. Employees should not load or unload OHMs into truck beds that cannot be accessed easily (step up) from the ground while pushing the bike up the ramp. Two individuals are required for loading; one person should be in the bed of the truck to receive the bike and operate the front brake to prevent the bike from rolling backward, and, a second person on the ground to push the bike up the ramp.

Securing Load

All Terrain Vehicles

Blocking devices must be installed in the front, back and on both sides of the wheels to prevent the ATV from rolling. Use of blocks is an additional safety precaution in addition to the strap requirement. (Placement will be modified for motorcycles.)

One-inch wide nylon straps with metal end hooks and ratchet buckles with a minimum rated capacity of 1500 pounds are required to secure an ATV to the vehicle. (The use of cam lock type tie downs is not recommended.) Cam action, non-ratcheting buckles or rope tie downs will not be used to secure ATVs.

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ATV/OHM Safe Operating Procedures
Loading, Unloading, and Transport

A minimum of three (3) tie downs will be used to secure the ATV to the vehicle. One tie-down strap will be used at the front and the remaining two will secure the rear of the ATV. Hooks on the tie-downs should be attached to the frame tubing of the ATV. Do not attach hooks to the cargo racks of the ATV. Hooks on the other end must be attached to vehicle cargo anchors or similar suitable anchor point. Four tie downs are preferred and required if vehicle tailgate will not close with the ATV in the bed.

Motorcycles

A minimum of two (2) tie downs should be used to secure the OHM to the vehicle. Hooks on the tie-downs should be attached to the handlebars. (Note: Take care not to pinch electrical wires or control cables.) Hooks on the other end must be attached to the vehicle cargo anchors. Once all hooks are secure, pull or ratchet the tie downs to compress the front forks, securing the bike against the front of the truck bed or upright front of the trailer. This will eliminate side-to-side movement of the bike. If a rail type trailer is being used, an additional cam type strap can be wrapped around the rear wheel and trailer rail to prevent the rear wheel from jumping out of the rail on rough roads.

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Risk Management Outline– ATV Operation
Example

Step 1 - IDENTIFY THE HAZARDS

(Review the hazards associated with ATV operations.

Break down operations into essential tasks and identify the hazards associated with each task.)

- Experience of operator
- Accidents (falls, rollovers, collisions)
- Weather (wind, cold, and heat)
- Location (river, stream, forest, hilly and rocky terrain)
- Wildlife (moose, bears, wolves, and insects)
- Exceeding limitations (operator or ATV)
- Fueling (spills, vapors, and explosions)
- Lost or stranded
- Drinking

Step 2 - ASSESS THE RISKS

(Assess the impact of each hazard in terms of potential loss and severity.

Analyze each hazard and assess the risk using the Risk Assessment Matrix. Determine the following :)

- Has the operator received required training?
- What are the injuries associated with accidents and collisions? (E.g., sprains, fractures, lacerations, head injuries, contusions, burns)
- Note incidents related to the weather and available potable water (E.g., dehydration, hypothermia, exposure, and drowning)
- Prepare for animal attacks, insect bites, and skin irritations from contact with toxic weeds
- Consider actions following an accident that may injure the operator or damage the ATV
- Consider actions following a fire or an explosion
- Is the riding area marked; and, have preparations been made to comfortably spend the night?
- Consider safety issues resulting from impaired judgment and delayed reaction time

Step 3 – DEVELOP CONTROL MEASURES AND MAKE RISK DECISION

(Once the hazards have been identified and the associated risks assessed, identify controls that can be employed to reduce or mitigate the hazards)

- Training Take an approved ATV/OHM operator training course. Be thoroughly familiar with the machine and proper operation. Read and comply with manufacturer's instructions for safe operations
- Start with a good plan Always plan to avoid costly errors. Consider all the possibilities of something going wrong and be prepared.
- Check the weather prior to starting. Depending on duration and location of travel, get a forecast of the weather and plan accordingly. Remember the weather can change abruptly, so always prepare for the worst
- Inspect the ATV/OHM prior to operating. Ensure it is mechanically sound.

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Risk Management Outline– ATV Operation
Example

Step 3 – DEVELOP CONTROL MEASURES AND MAKE RISK DECISION

Continued

- Become familiarize with the area and respect to the terrain. Travel ONLY in areas authorized for ATV/OHM use. Avoid streams, rivers, muddy trails, and steep hillsides. Never operate an ATV on paved surfaces as they are basically designed for off road use.
- Do not travel alone in remote, unpopulated areas, and avoid splitting up if traveling with a group. Let someone know where you are going and when to expect your return. Have a map and/or Global Positioning System (GPS)
- Never ride with passengers and do not attempt wheelies, jumps, or stunts
- Ensure Personal Protective Equipment is worn (helmet, goggles, boots, gloves, long sleeve shirt or jacket, long pants, chest protector, and elbow and knee pads)
- Know your physical limitations and the limitations of the ATV/OHM and *do not exceed* them. Do not operate an ATV/OHM at excessive speeds
- Use extreme care when fueling. Fuel in well-ventilated areas and take precautions against static discharge
- Be familiar with the kinds of wildlife around you. Plan evasive actions if encountered.
- Never consume alcohol or drugs prior to, or, while operating an ATV/OHM

Step 4 – IMPLEMENT CONTROL MEASURES

Put controls in place that eliminate the hazards or reduce the risks to an acceptable level.
Enforce use of selected controls.

Step 5 - SUPERVISE AND EVALUATE

All situations are subject to change quickly.

Monitor each situation and adjust as necessary to keep control and ensure safety for all employees.

H-1112-1 SAFETY AND HEALTH MANAGEMENT
All Terrain Vehicles/Off Highway Motorcycles
Inspection Sheet – *Example Only*

ATV/OHM INSPECTION SHEET			
Date: _____ District/RA _____	Satisfactory	Unsatisfactory	COMMENTS
1. Periodic Service (as required)			
2. Head and Brake Lights (operational and clean)			
3. Battery (corrosion and connections)			
4. Drive Chain/Shaft (serviceable and operational)			
5. Suspension, Springs, Shocks (serviceable and tight)			
6. Tires - Air Pressure (inflated and tread)			
7. Wheels - Breaks and Cracks			
8. Lug Nuts (tight)			
9. Exterior (clean)			
10. Gauges, Speedometer, Odometer (operational, proper indications)			
11. Brakes (effective and adjusted) [brake fluid level]			
12. Steering (tight)			
13. Frame Nuts, Bolts, Fasteners (pre-ride)			
14. Air-Filter - Pre-cleaner			
15. Air Box Sediment Tube			
16. Radiator (clean)			
17. Fuel			
18. Coolant/Level Inspection			
19. Engine Oil (engine oil or 2-cycle oil)			
20. Road Test			
Operator _____ Instructor's Signature _____		NOTE: ALL personal protective gear must be checked for damage and serviceability, dependent upon type of vehicle to be used. COMMENTS:	

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Risk Management Worksheet* Example
For Illustration Only

1. Organization and Location					2. Page <u> </u> of <u> </u>						
3. Operation/Task					4. Beginning Date		5. Ending Date		6. Date Prepared		
7. Prepared by (Name/Duty Position)											
8. Identified Hazards		9. Assess the Hazards: Initial Risk		10. Control Measures Developed for Identified Hazards (include all PPE)		11. Assess the Hazard's Residual Risk		12. How to Implement the Controls		13 Supervisors and Evaluation	
(Be Specific)		L M H E		(Be Specific)		L M H E		(Be Specific)		(Be Specific)	
All Terrain Vehicle Ops		X		All ATV operators must be trained and authorized to operate ATVs prior to operation		X		Operator will complete a Bureau training course in safe ATV operation		Supervisor ensures ATV safety training is current.	
-General operational hazards (includes dust, flying debris, low hanging branches, etc.)		X		-ATV operator must wear minimum required PPE including DOT approved helmet, goggles or face shield, leather gloves, over-the-ankle boots and long sleeve shirt and pants		X		Bureau will provide required specialty PPE – DOT approved helmet, goggles or face shield and leather gloves		Buddy system (i.e., minimum of two person/two ATVs for field operations.)	
-Collisions with other ATVs, pedestrians, animals, other objects		X		-ATV operator should reduce speed when near other ATVs, pedestrians or animals, low visibility conditions, or operating in areas with reduced sight distance. Anticipate actions of others and be prepared to perform evasive maneuvers. Use headlights and antenna flag.		X				Supervisor provides funding for required PPE	
14. Remaining Risk Level After Control Measures Are Implemented. (Circle Highest Remaining Risk Level)					LOW		MEDIUM		HIGH		EXTREMELY HIGH
					Line Supervisor		(Branch Chief)		(District Manager)		(Must be State Director/Associate)
15. RISK DECISION AUTHORITY: (Approval/Authority Signature Block) [If initial risk level is Medium, High or Extremely High, brief risk decision authority at that level on controls and control measures used to reduce risks] NOTE: If the person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the initial risk level, control measures taken and appropriate resources required; and, that the risk was accepted by the decision authority.]											
<div style="border-top: 1px solid black; height: 20px; width: 100%;"></div> <div align="center">Signature</div>											
Form 1112-5 (May 2001)											

*Official form may be reference on the Safety Website and the BLM Forms Link on the Intranet.
Above document is an abbreviated version of a *Risk Management Worksheet for ATV Operations*
posted at the following website address <http://web.or.blm.gov/safety/ATV%20INFO/ATV%20RISK%20MGT%20BIFO%20ALL%202003.doc>

Reference *Illustration 3* for the WO IM-2003-265 All Terrain Vehicle Loading and Transport Procedures for Pick-ups.

H-1112-1 SAFETY AND HEALTH MANAGEMENT
WO IM 2003-265 All Terrain Vehicle Loading and Transport Procedures for Pick-ups

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

September 3, 2003

In Reply Refer To:
1112 (740) **P**

EMS TRANSMISSION 09/05/2003
Instruction Memorandum No. 2003-265
Expires: 09/30/2004

To: State and Center Directors

Attention: Safety Managers

From: Assistant Director, Human Resources Management

Subject: All Terrain Vehicle Loading and Transport Procedures for Pick-ups

The objective of this IM is to establish Standard Operating Procedures to ensure safe loading, unloading, and transport of ATVs in pickup trucks. Only qualified operators are permitted to load or unload ATVs. Great care must be taken to avoid a wide variety of hazards associated with this operation. A Risk Assessment will be done prior to ATV operation, as circumstances are rarely constant. Loading/unloading operations should *never* become routine.

The preferred method of transporting ATVs is via trailer. Trailers normally have built-in ramps and set lower to the ground, decreasing the loading angle. If operational reasons make it necessary to transport an ATV via pick-up, it is strongly recommended that a winch be mounted either on the ATV or the pick-up and that the winch be used for all loading/unloading operations.

If the ATV must be ridden into a truck bed, the following procedures will govern BLM personnel:

Personal Protective Equipment:

- All required Personal Protective Equipment (PPE) (as determined by the Risk Assessment or JHA, and manufacturers recommendations) must be worn while loading and unloading ATVs to/from vehicles. This includes but is not limited to, an approved motor vehicle helmet, leather boots, appropriate gloves, and eye protection.

Illustration 3-2
(14.4-3)

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WO IM 2003-265 All Terrain Vehicle Loading and Transport Procedures for Pick-ups

Loading Ramps:

- Loading ramps may be plastic, aluminum or steel. If aluminum or steel they must be of welded construction. Plastic ramps may be used if commercially designed and manufactured for ATV loading. Ramps may be one or two piece, rigid or folding. Hinges must be factory installed. Ramp surface (driving surface) should have closely spaced cross members or mesh construction with high traction surface. Plastic ramps must have traction blocks molded into drive surface. Under no circumstances will wooden ramps be used.
- Ramps must have a minimum rated capacity of 1000 pounds. For ATV's 500 cc and larger, or if the ATV has any type of external spray tank or other bolt-on accessories, ramps must have a minimum rated capacity of 1500 pounds.
- One piece, bi- or tri-fold ramps must be a minimum of 46 inches wide when extended for loading. One piece ramps must be wider than the distance between the ATV's tires as measured from the outside of the left tire to the outside of the right tire. For two-piece ramps, each ramp must be a minimum of 10 inches wide. Ramp length must be a minimum of 84 inches (7 feet) long when extended for loading.
- All ramps must have chains or straps to secure the ramps to the vehicle tailgate. Use of ramp chains or straps during loading is mandatory. These chains or straps prevent rearward movement of the ramps during loading.

Vehicle:

- Only pickup trucks or larger vehicles that have room for all four wheels of the ATV to rest on the bed of the truck will be used to transport ATVs. Gross Vehicle Weight Rating (GVWR), suspension weight capacity and tire load ratings may not be exceeded.
- Pickup trucks may transport only one ATV loaded in the bed and all four ATV wheels/tires must be in contact with the bed surface.
- Transport vehicles should be equipped with front-end header boards (headache racks) if possible.
- All vehicles must have a flat bed surface, wide enough between wheel wells that the ATV may be rolled on the bed without riding over the wheel wells. Under no circumstances will an ATV be loaded into a vehicle when the ATV must be driven over the wheel wells.

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WO IM 2003-265 All Terrain Vehicle Loading and Transport Procedures for Pick-ups

- Tie downs sufficient to secure the ATV to the vehicle must be available. Eyebolts installed in the vehicle must be capable of holding 1000 pounds. Stake pocket tie downs, available at many auto or trailer retail stores, are an alternative to eyebolts. Stake pocket tie downs must have a 1000-pound capacity.

Vehicle/Ramp Position:

- The ramp angle from vehicle to ground has the largest influence on risk when loading/unloading ATV's. If the ramp angle is reduced, and all other conditions remain the same, risk is reduced. The truck should be positioned to take advantage of any terrain features that will help reduce the ramp angle. Therefore, the operator should consider the following methods to reduce the ramp angle.
- The use of a loading wall, if available, or positioning the rear of the truck near a berm will reduce the ramp angle from truck bed to ground. If the loading wall is the correct height, it may eliminate the need for ramps and allow roll-on/roll-off loading.
- The truck may be positioned with the rear wheels in a depression (for example, a ditch) to reduce the ramp angle. This lowers the bed of the truck and allows the ramps to be located on higher ground on the far side of the depression.
- Loading ramps must be secured to the truck bed with chains or straps designed for that purpose. When in position for loading, the chains or straps must be taut with no slack or sag.
- Two-piece loading ramps must be positioned parallel and spaced so the ATV tires are centered on the ramps. One-piece ramps must be centered on the truck bed and the ATV driven up the center of the ramp.
- Loading ramps should be positioned so the ends in contact with the ground are level or at the same height. Uneven ramps may cause the ATV to tip over sideways during loading/unloading.

Loading Technique:

- The ATV's racks should be unloaded before transporting. Any heavy cargo must be removed and/or spray tanks emptied. If heavy cargo or tanks cannot be removed, sandbags or other heavy objects should be secured to the opposite cargo rack to help balance the ATV. The only safe method of loading an ATV that has a loaded spray tank or other heavy load on the back is to winch the ATV into the bed of the pick-up.

Illustration 3-4
(14.4-3)

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WO IM 2003-265 All Terrain Vehicle Loading and Transport Procedures for Pick-ups

- Padding should be placed at the front of the vehicle's bed to protect both vehicles and help absorb impact during loading. An old tire (minus the rim) works well for this.
- When preparing to drive the ATV into the bed of a vehicle, the operator should be seated, with feet positioned on the ATV's footrests, and leaning forward. This keeps the operator's weight low over the ATV's center of gravity.
- The ATV should be loaded with the front of the ATV toward the front of the vehicle. In cases where the ATV must be loaded with a tank or other load on the ATV rear, it may be safer to load the ATV with the rear facing the truck bed, placing the center of gravity further forward and reducing the probability of the ATV tipping backward off the ramp.
- The operator should apply throttle smoothly and climb the ramp at low speed. Too much or sudden increases in throttle will cause the ATV to be harder to control and may cause the ATV to impact the front of the vehicle bed or over-turn.
- As the ATV starts up the ramp the operator should lean toward the uphill direction, i.e. toward the ramps, to help keep the ATV balanced.
- The safest method of unloading is to push the ATV down the ramps, carefully braking to ensure control of the ATV. When riding down, the operator should apply only enough throttle to start the ATV down the ramps, then allow the ATV to roll backwards using light pressure on all the brakes to control speed.
- For transport, ATV's with manual transmissions should be left in first gear. ATV's with automatic transmissions should be in the Park position. The ATV's ignition key should be turned off and removed, the parking brake set, the run/stop switch in the stop (or off) position and the fuel lever turned to the off position.

Secure Load:

- Blocking devices must be installed in the front, back, and on both sides of the wheels to keep it from rolling. This block is strictly an additional safety precaution and in no way obviates the need for strapping the ATV in securely.
- One-inch wide nylon straps, with metal hooks on the ends and ratchet buckles, with a rated capacity of 1500 pounds, must be used to secure the ATV to the vehicle. The metal hooks must either have a deep enough throat to ensure that the strap cannot come loose or have a safety latch. These tie down straps are available at most automotive or department stores and from local ATV dealers. Cam action, non-ratcheting buckles are not permitted. Rope tie downs are not permitted.

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- A minimum of three tie downs will be used to secure the ATV to the vehicle. One tie down must be used to secure the front of the ATV to the vehicle. Two tie downs must be used to secure the rear of the ATV to the vehicle. Four tie downs are preferred and are required if vehicle tailgate will not close with ATV in bed.
- Hooks on one end of the tie-downs must be attached to the ATV's frame tubing, not the racks. Hooks on the other end must be attached to vehicle cargo anchors. If using one tie-down to secure ATV's front, pass the strap around tubing on the front bumper and secure hooks on both ends to vehicle cargo anchors.

If you have any questions, please contact Bruce Prater at (202) 501-2664, or e-mail me at bruce_prater@blm.gov.

Signed by:
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